



Lee Professional Institute

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Every effort is made to ensure the accuracy of information at the time of publication, but some reviews can be made during the course regarding information contained herein. This catalog supersedes all previous printed editions and is in effect until a new catalog is published.

LICENSE AND ACCREDITATION



Lee Professional Institute is licensed by the:

Commission for Independent Education
Florida Department of Education
Additional information regarding this institution
may be obtained by contacting the Commission at
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Toll-Free Telephone: 1-(888) 224-6684
Phone: 1 (850) 245-3200
Fax: 1 (850) 245-3234
License #4207



Lee Professional Institute is accredited by the:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Tel: (770) 396-3898
Toll-Free Number: 1(800) 917-2081

These credentials are on display in our school, and any student or prospective student may review them during regular business hours.

APPROVAL AND MEMBERSHIP

- Approved by Florida Department of Health - Florida Board of Massage Therapy.
- Approved by the U.S. Department of Education to participate in the Title IV Financial Aid Programs.
- Approved by Florida Department of Health as a Continuing Education Provider.
- Approved by State of Florida Department of Veteran's Affairs Bureau of State Approving for Veteran's Training
- Member of the Southwest Florida Hispanic Chamber of Commerce.
- Member of the American Massage Therapy Association (AMTA).
- Approved by Florida Department of Health as a Licensed Massage Establishment, MM# 47351

Dear Student,

Lee Professional Institute, Inc. welcomes you to our student body.

By enrolling in your selected program, you have taken a meaningful step toward advancing your professional goals and opening the door to new opportunities. The path you have chosen will require commitment, discipline, and sustained effort as you develop the knowledge and competencies essential to your future career.

Your success remains our highest priority. Our faculty and staff are here to support you, encourage you, and guide you throughout your journey. At the same time, your personal dedication will be the key to unlocking the success you envision for yourself.

This School Catalog provides important information regarding our programs, academic expectations, institutional policies, and the procedures that guide the effective operation of the Institute. We encourage you to review it carefully and use it as a resource as you progress through your studies.

We wish you every success as you begin this endeavor and look forward to celebrating your accomplishments upon the completion of your program.

Sincerely,

*Alicia Diego
School Director*

Location

LOCATION

Lee Professional Institute, Inc., is located at 2950 Winkler Avenue, Unit #1201. Fort Myers, FL 33916. The classrooms and administrative offices occupy approximately 4,356 square feet. The physical plant is spacious and attractive, and there are plenty of parking spaces available for students, visitors, and staff.

The facility consists of a spacious lobby and administrative offices: Admission, Financial, Academic Student Records, Placement, School Director, and Educational Director. There are three classrooms: two practice labs with tables, chairs, equipment, and one theoretic with capacity for 40 students. The facility also has a library, three restrooms, and two lunch areas, one for the students and one for the staff. The building is located close to public transportation. The school has easy access to freeways and is surrounded by many restaurants, coffee shops, and shopping centers.

SCHOOL DIRECTORS

Alicia Diego, School Director

Reinaldo Tuduri, Director of Education

BOARD OF DIRECTORS

Alicia Diego, Board Chair

Reinaldo Tuduri, Director

ADVISORY BOARD

The Advisory Board for Lee Professional Institute, Inc., is comprised of business professionals. Their role is to provide advice and policy recommendations to help facilitate a successful and steady expansion while maintaining the highest standards of academic excellence. The Advisory Board committee also aids in the development and revision of study programs, and assists with decisions regarding techniques, curriculum, equipment, media services, and other academic activities.

The Advisory Board meets formally twice a year to share ideas and make recommendations that enable our institution to continue providing quality education and preparing our students as future leaders in their field.

OWNERSHIP AND ADDRESS

Lee Professional Institute, Inc., is a corporation formed under the laws of the State of Florida. The current owner is Alicia Diego as President.

The name and corporate address of Lee Professional Institute, Inc., is:

LEE PROFESSIONAL INSTITUTE, INC.
2950 Winkler Ave, Unit #1201
Fort Myers, FL 33916

HISTORY

Lee Professional Institute was founded in May 2009 as a privately held corporation in the State of Florida. We are proud of our successful operation, providing students with the necessary training and professional skills in their chosen field of study.

Our dedication and hard work in keeping our programs updated with the most current information and terminology has allowed us to gain recognition as an excellent Massage Therapy school in Southwest Florida.

MISSION STATEMENT

Our Mission is to offer high quality educational programs that are designed to satisfy the needs of the health care industry and people served by the institution. Lee Professional Institute's main goal is to inspire our students to apply their advanced skills as they grow to become confident, competent, caring, and successful professionals with the highest standards of excellence.

SCHOOL PHILOSOPHY

Our educational philosophy focuses on providing a superior learning environment, so our students can achieve the highest professional standards in their chosen field of study. We firmly believe that a solid educational foundation and mastery of the necessary techniques and skills, followed by years of practice and continued learning, will allow the students to gain confidence to develop their individual styles and improve their ability to customize services and achieve excellence as professionals.

In addition to the theoretic classes, we have students engage in a hands-on, practical training. We dedicate time to developing community awareness and engagement through volunteer work, participation in local events, and health fairs.

NON-DISCRIMINATION POLICY

Lee Professional Institute provides educational programs, activities, and employment opportunities without choice or discrimination of race, color, sex, national origin, or religious belief. We firmly believe in Equal Rights and Opportunities.

GENERAL INFORMATION FOR PROSPECTIVE STUDENTS

For the prospective student, Lee Professional Institute offers the unique opportunity to transform their lives and careers with professional education and training.

Becoming a professional requires patience, determination, and a desire to help others. As a student, you must acquire a deep knowledge and understanding of the human body before you can learn how to treat a client. Ethics, laws and rules, and sanitation are also taught in our school. A combination of the subject matter techniques and disciplines will successfully teach students how to fully treat clients in a professional setting.

In order to become licensed, students must meet the educational requirements set forth by the state in which they choose to practice. The clock hours needed to become certified are contingent upon state regulations and the educational programs vary in length.

The textbooks, study materials, and classes are taught in English and Spanish by professors who can assist the students bilingually.

Note: Completing a course or program in a language other than English may reduce employability where English is required.

Lee Professional Institute offers a 600 clock-hour accredited Massage Therapy program and a 260 clock-hour Skin Care Specialist program designed to help you develop your hands-on techniques, academic knowledge, communication skills and personal resources that may allow you to embrace a practical and fulfilling career.

HOURS OF OPERATION

Business Hours:

Monday to Friday 8:00 am to 6:00 pm.

Class Hours:

Monday to Thursday 8:00 am to 1:00 pm
 1:00 pm to 6:00 pm
 6:00 pm to 11: 00 pm

Optional for students

Friday 8:00 am to 1:00 pm

Attendance on Friday is optional as a resource for the students to:

- access the Library
- review and study
- make up absentee classes.

Library Hours:

Monday to Thursday 9:00 am to 7:00 pm
Friday 9:00 am to 1:00 pm

CLASS SIZE

The class capacity is approximately 40 students with a maximum of 45 students in each classroom. This measure is taken to prevent over-population and disturbance in the classroom.

CLOCK-HOURS DEFINITION

Lee Professional Institute utilizes regular 60-minute clock hour system, which breaks down to 50 minutes of instruction and a 10-minute break.

CLASS MODULES

The Massage Therapy program classes are divided into 16 sections or modules, which are taught as a continuous cycle. The course modules are mentioned in another section of this catalog.

The Skin Care Specialist program classes are divided into 10 sections or modules, which are taught as a continuous cycle. The course modules are mentioned in another section of this catalog.

CLASS STARTING DATES

MASSAGE THERAPY PROGRAM

A student may enter the Massage Therapy program at the beginning of **ANY** of the class modules until the completion of the entire teaching cycle.

The student's date of entrance and frequency of attendance determine their completion and graduation date.

SKIN CARE SPECIALIST PROGRAM

The Skin Care Specialist program is offered in a cohort-based format. A student may enroll in the program up until the first day of the first class module in the syllabus. Once instruction for that module begins, the program cohort is considered closed and additional enrollment is not permitted until the next scheduled start date.

The student's date of entrance and frequency of attendance determine their completion and graduation date.

See Academic Calendar (Exhibit A).

HOLIDAYS

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Winter Break

GRADING SYSTEM

The officer responsible for academic records and the instructors review monthly each student's academic progress and attendance record. Progress records are maintained for each student. All student reports are available for review and counseling by the School Director. The students are required to pass practical evaluations designed to prove their skills and abilities associated with each program. Students are graded according to the following grading standards:

Grade	Points	Interpretation
A	90 -100	Excellent-Outstanding
B	80 – 89	Very Good
C	70 – 79	Sufficient
D or F	0 – 69	Insufficient/Fail

REPEATING COURSES

Students may repeat courses taken at Lee Professional Institute, Inc., if they received a “D” grade. State rule limits the number of repeat attempts to 2 per course. A third and final attempt may be granted based upon documented major extenuating circumstances, such as death in the family, medical problems, etc. However, a student will not be permitted to withdraw during the third attempt. Normally, credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student’s transcript.

GRADE APPEAL PROCEDURES

The responsibility for the academic evaluation and assignment of grades is that of the faculty member teaching the course. A student who believes that he/she has been unfairly graded should first appeal the grade to the faculty member.

The formal grade appeal procedure must be started within 30 calendar days after the contested grade was officially recorded. The instructor must respond within two weeks of receiving the appeal.

If satisfaction is not received, the student may make an appointment to see the Director of Education to discuss the appeal. If satisfaction is not received, the student may make another appointment with the Director of Education to have 1 or 2 impartial instructors hear the appeal. The student would then need to agree to abide by the decisions of the impartial instructors. This decision shall be final.

STANDARDS OF ACADEMIC PROGRESS

The “Standards of Academic Progress” establish a formal process through which the administration and faculty of Lee Professional Institute, Inc. can identify and provide assistance to students who experience academic difficulty.

Students who experience academic difficulty are alerted through the standards of any academic weaknesses so that they may be corrected at an early point in the student’s school career. The overall objective of the standards is to improve performance by students having academic difficulty and to increase public support for Lee Professional Institute, Inc.’s efforts to provide sound educational programs of the highest quality.

SATISFACTORY ACADEMIC PROGRESS

In order to maintain Satisfactory Academic Progress, Lee Professional Institute has established the following policy for all students enrolled in a program:

- The student must maintain a cumulative academic average of 70% or better on all tests and work projects required by the program.
- A student in a program of study must successfully complete that program of study within 150% of the standard length of the program measured in class hours.
 - For example, if the student has contracted to complete the program within 30 weeks, he/she must complete the program within 45 weeks.If the student completes the program after 150% of the length of the program, then the student will not graduate.
- A student’s academic progress will be evaluated at the mid-point of the program and must achieve a minimum completion rate of 70% and a GPA of 70%. Minimum completion rate is calculated as a percentage by dividing the number of hours successfully completed by the total number of hours attempted. Additionally, students will be informally evaluated at the conclusion of each month in order to monitor student progress.
- A student not meeting satisfactory progress will lose their eligibility to receive financial aid.
- All students are required to adhere to certain other general institutional policies relating to attendance and tardiness as are outlined in the School Catalog.
- All students enrolled in a program may take a Leave of Absence of 30 days in a 12-month period. If a student must take a leave of absence and he/she has financial aid, this aid will cease to be distributed until the student returns to active status. If the student decides not to return or terminates enrollment, financial aid will stop on the last day of attendance and any refund will be distributed to the appropriate agency.
- Division of timeframe into increments (may not exceed the lesser of one academic year or one-half of the published program length).

- Periods when a student does not receive financial aid will be counted toward maximum time frame.

Successful completion is defined as earning a grade A, B, or C. Withdrawing, failing, or repeating a course will result in a reduced percentage of course completion.

Students who are in danger of failing to meet satisfactory academic progress standards will be placed on academic probation. Students under probation would lose eligibility for financial aid until they meet satisfactory academic progress.

Academic Probation

Any student whose GPA falls below 70% or whose course completion percentage falls below 70% will be placed on academic probation. Academic probation will last for at least one month. Students may be removed from probation by raising their GPA and course completion percentage above the minimum levels described above. Students on academic probation are considered to be making satisfactory academic progress.

Academic Dismissal

Academic Dismissal occurs after students that are placed on Academic Probation fail to raise their GPA and/or or Course Completion Percentage by the end of the following month. Academic Dismissal represents a separation of students from Lee Professional Institute for at least 90 Days - three (3) months.

A student that withdraws voluntarily is called a "Withdrawn" student. The last physical date of attendance is considered the student's withdrawal date, whether the student is dismissed or withdraws.

Students are eligible to re-apply for enrollment at Lee Professional Institute after the dismissal period, if petitioned. For enrollment approval, the petition must include evidence of some change in the student's circumstances. A withdrawn student may re-enter anytime.

Mitigating Circumstances

The Director of Education or Campus Director may waive satisfactory academic progress standards for mitigating circumstances outside the control of the student. The circumstance(s) must be documented, and the student must demonstrate that the circumstances had an adverse impact on the student's satisfactory academic progress in the program. No waivers for graduation requirements will be provided.

Appeals Process

A student who is subject to academic dismissal may appeal the decision to the Campus Director in writing stating the extenuating circumstances caused the poor performance and compromise to do better. School officials must receive the appeal within five business days of the date the student is notified of the dismissal. All appeals will be responded to within ten business days of receipt by the school.

LEE PROFESSIONAL INSTITUTE

Veteran's Attendance Policy
Standards of Academic Progress for VA Students
Veteran's Credit for Previous Education or Training
VA Pending Payment Compliance

VETERAN'S ATTENDANCE POLICY

(This is the minimum standard required by the SAA under the authority of 38 CFR 21.4254. If school policy is more restrictive, it may be used)

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as unjustified absence. Students exceeding 20 (percentage) total absences of scheduled hours in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for VA and SAA audit purposes.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

(All standards must logically relate to graduation requirements)

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) or percentage of 70 each month.

A VA student whose CGPA or percentage falls below 70 at the end of any month will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA or percentage is still below 70 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA or percentage of 70.

VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

The school must maintain a written record of the previous education and training of the veteran or eligible person and clearly indicate that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified. This means that records of all prior education and training must be obtained, evaluated, and credit granted toward the student's program as appropriate, regardless as to whether or not the student wants that credit transferred.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

TRANSFER POLICY

Lee Professional Institute, Inc., reserves the right to accept or deny the transferring in of clock-hours/credits received from another school.

The granting of credit for prior learning or exams cannot exceed twenty-five percent (25%) of any program.

Programs and tuition will be adjusted according to the number of hours/credits accepted by Lee Professional Institute, Inc.

For Lee Professional Institute to evaluate a transferring student's eligibility, a meeting with the school's Admission Representative is mandatory.

Students transferring must provide the following:

- A sealed Transcript must be sent directly from the school he/she transfers from, which needs to be licensed by the Department of Education or corresponding Licensing Authority of the school's State.
- A grade average no lower than a "C" will be accepted.
- In order to accept the clock hours previously completed Lee Professional Institute, may need a Catalog or a detailed distribution of the hours taken, such as a syllabus, that can be compared to our current program.
- Lee Professional Institute reserves the right to take a written/hands-on exam to evaluate the student's capability.
- After LPI has recognized the student's transferable hours and all requirements have been met, the applicant will be charged for the Registration Fee (\$100.00).

Should a student withdraw or graduate from Lee Professional Institute, Inc., and attend another training facility, it is up to that facility to either accept or deny the transfer of clock-hours or credits.

PROGRAM CHANGES

Lee Professional Institute, Inc., reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities, with prior notice of scheduled changes. Reasonable accommodations will be made for students impacted by such a change.

FAMILY RIGHT AND PRIVACY ACT

Lee Professional Institute, Inc., complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without:

- a. A written request/release from the student
- b. A court order
- c. Accreditation agency requirements.

However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

Drug-Free Workplace

Lee Professional Institute, Inc., is a drug-free workplace for staff, faculty and students. We provide our employees and students with information of both local counseling centers and national prevention programs. Additionally, we have brochures and information on preventing drug and alcohol abuse available in our library:

- Salus Care. 3763 Evans Avenue. Fort Myers, FL 33901. (239) 275-3222
- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Reg. Centers Drug-Free (1-502-588-0052)

Student Health Services

Lee Professional Institute, Inc., is not legally or financially responsible for medical care and does not provide the services of a physician at any branch. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

PROGRAM TO PREVENT DRUG AND ALCOHOL ABUSE

As part of its commitment to promote a healthy, drug and alcohol-free environment for both students and employees, Lee Professional Institute has established a drug and alcohol abuse prevention program.

Preventing Drug and Alcohol Abuse:

Preventing drug and alcohol abuse improves quality of life, academic performance, workplace productivity, and reduces absenteeism. Additionally, it increases people's chances of living long, healthy, and productive lives. The excessive use of alcohol and illicit drugs can impede judgment and lead to harmful risk-taking behavior. Prevention of drug and alcohol abuse reduces crime, motor vehicle crashes and fatalities; in addition, it lowers health care costs for acute and chronic health conditions.

Standards of Conduct:

Lee Professional Institute standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs or alcohol by students and employees on school property or as part of the school's activities; this is stated in our catalog under the standard of conduct section. Our policy about drug and alcohol abuse is also stated under "rules and regulations" provided to our students as part of the enrollment package and included in the employee's handbook.

Crime Awareness and Campus Security:

Our institution annually provides students and employees with a current "Crime Statistic Report" which is a compilation of campus, non-campus, and public property statistics reporting liquor law violations and drug abuse violations among other offenses. This report is posted on the library bulletin board and on the employee's launch area.

Institutional Sanctions:

Lee Professional Institute will take disciplinary action for violation of its standard of conduct regarding alcohol and other illegal drugs. Sanctions imposed upon students may range from oral and written warnings to restriction, probation, counseling, suspension, or expulsion from the Institution. Employee sanctions may range from oral and/or written reprimands, mandatory participation in a rehabilitation program, or termination of employment.

Legal Sanctions:

State of Florida statutes declare that it is unlawful for any person under 21 years of age to possess or consume alcoholic beverages. As a result, no one under the legal drinking age may consume, distribute, or possess alcohol on Lee professional Institute's properties or as part of any Lee Professional Institute activity. It is unlawful to be under the influence of, to use, possess, distribute, sell, offer, agree to sell, or represent to sell, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law. Federal Law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971.

Guidelines for the reporting of drug and alcohol abuse cases arising at the institution to the local authorities:

1. Action: No reporting to the Police

Circumstance: A student or employee voluntarily confides to instructor or other school official that he or she has a drug or alcohol problem.

Lee Professional Institute Philosophy:

Lee Professional Institute encourages students and employees to come forward voluntarily about their drug or alcohol use and referral to treatment or counseling agencies may be appropriate, but the police should not be involved.

2. Action: Discretionary Reporting to the Police

Circumstance: The student's or employee's behavior creates a reasonable suspicion that they are under the influence of alcohol or a controlled substance, but no contraband is found on the student/employee.

Lee Professional Institute Philosophy:

Lee Professional Institute decision whether to notify the police in such cases should be left to the discretion of school authorities. Since no contraband is uncovered, school authorities have not actually witnessed the student committing an arrestable offense. However, depending on the particulars of their suspicion and their general knowledge of the student or employee, school officials may deem it appropriate to inform the police about the matter.

3. Action: Reporting to the Police

Circumstance: A student or employee is found in illegal possession, selling or distributing alcohol or a controlled substance on school grounds, near school grounds or during a school function.

Lee Professional Institute Philosophy:

School authorities in all cases should immediately report the matter to the police. A criminal complaint will be sought and the police should assume responsibility for doing so.

Health Risks:**Depressants:**

These substances are often referred to as downers; and belong to a group of drugs used to relax or sedate the central nervous system. Barbiturates (amytal, nembutal, seconal, Phenobarbital), Benzodiazepines (ativan, halcion, librium, xanax, klonopin), Sleep medications (ambien, sonata, lunesta) fall into this category. The intoxication effects of these drugs cause sedation/drowsiness, reduced anxiety, feelings of well-being, lowered inhibitions, slurred speech, poor concentration, confusion, dizziness, impaired coordination and memory. For barbiturates the intoxication effects are euphoria, unusual excitement, fever and irritability. The health risks are slowed pulse, lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress, death when combined with alcohol, and life-threatening withdrawal in chronic users.

Stimulants:

These substances are often referred to as uppers. Amphetamines (biphphetamine, Dexedrine, adderall) and Methylphenidate (concerta and Ritalin) fall into this category.

The intoxication effects of these drugs cause, feelings of exhilaration, increased energy, mental alertness, seizures, heart attacks, and strokes and causes health risks, such as: increased heart rate, blood pressure, and metabolism, reduced appetite, weight loss, nervousness, and insomnia. The intoxication effects of amphetamines cause rapid breathing, tremors, loss of coordination, irritability, anxiousness, and restlessness which causes health risks, such as; delirium, panic, paranoia, hallucinations, impulsive behavior, aggressiveness, tolerance, and addiction. The health risk of methylphenidate causes an increase or decrease in blood pressure, digestive problems, loss of appetite, and weight loss.

Narcotics:

The term narcotic generally refers to Codeine (empirin with codeine, florinal with codeine, robitussin A-C, Tylenol with codeine), Morphine (roxcodol and duramorph), Methadone (methadose and dolophine), Fentanyl 68 and analogs (actiq, duragesic, and sublimaze), and

other Opioid pain relievers (tylox, oxycontin, perodan, perocet, vicodin, lortab, lorcet, dilaudid, opana, numorphan, numorphone, demerol, meperidine hydrochloride, darvon and darvocel). The intoxication effects cause pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired coordination, confusion, dry mouth, itching, sweating, clammy skin, and constipation. The health risks of these narcotics cause slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other depressants. Fentanyl is 80 – 100 times more potent analgesic than morphine. Oxycodone risks relate to muscle relaxation and is twice as potent as analgesic as morphine and has high abuse potential. Codeine risks are less analgesia, sedation, and respiratory depression than morphine. Methadone is used to treat opioid addiction and pain; and has a significant overdose risk when used improperly.

Hallucinogens:

The term hallucinogen refers to LSD (lysergic acid diethylamide), Mescaline, and Psilocybin. The acute effect of these drugs leads to altered states of perception and feeling, hallucinations, and nausea. LSD and mescaline cause increased body temperature, heart rate, blood pressure, loss of appetite, sweating, sleeplessness, numbness, dizziness, weakness, tremors, impulsive behavior, and rapid shifts in emotion. Psilocybin acute effects are nervousness, paranoia, and panic. The health risks related to hallucinogens are flashbacks, Hallucinogen Persisting Perception Disorder.

Cannabinoids:

The term cannabinoids refer to marijuana and hashish. The acute effects of these drugs cause euphoria, relaxation, slowed reaction time, distorted sensory perception, impaired balance and coordination, increased heart rate and appetite, impaired learning, memory, anxiety, panic attacks, and psychosis. The health risks related to these drugs are cough, frequent respiratory infections, possible mental health decline, and addiction.

Alcohol:

Alcohol is our number one drug abuse problem today. The acute effects of alcohol in low doses causes euphoria, mild stimulation, relaxation, lowered inhibitions. In higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, and loss of consciousness.

The health risks related to alcohol are increased risk of injuries, violence, fetal damage (in pregnant women); depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose.

Inhalants:

Inhalants refers to Solvents (paint thinners, gasoline, glues); Gases (butane, propane, aerosol propellants, nitrous oxide); nitrate (isoamyl, isobutyl, cyclohexyl). The acute effects of inhalants vary by chemical, but generally leads to stimulation, loss of inhibition, headache, nausea or vomiting, slurred speech, loss of motor coordination, and wheezing. The health risks related to inhalants are cramps, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.

Florida Law on Alcohol:

The legal drinking age is 21 years and is strictly enforced by the police. False representation of your driver's license is a crime; falsifying your license or using someone else's license are both crimes that carry serious penalties. The personal sale of alcohol is a crime; only a licensed establishment can sell or distribute alcohol. This means that: 1) you cannot sell cups; 2) you cannot collect money from others to buy alcohol for a party; 3) you cannot charge admission to a party where alcohol is being served. Consumption of alcohol on public property is illegal. Therefore, alcohol cannot be consumed on public streets, parks, or sidewalks unless specifically approved by a county or city ordinance.

Florida law provides that “[a] person may not sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or permit a person under 21 years of age to consume such beverages . . .” F.S. §775.082. A violation of this statute brings with it a penalty of up to 60 days of incarceration and a fine not to exceed \$500. For a second offense, the penalty increases to a maximum of 1 year of incarceration and/or a fine of \$1,000. Similar penalties await persons “selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to person under 21. F.S. §562.11. It is also a violation of Florida law for a person “[t]o display, cause or permit to be displayed, or have in his or her possession any fictitious, fraudulently altered, or fraudulently obtained identification card. . .” F.S. §322.051. 70 F

Florida Law on Drugs:

The Florida Statutes lists Standards and Schedules (F.S. §893.03). There are five schedules outlining controlled substances. Schedule I lists substances with a high potential for abuse and with no accepted medical use. Cannabis (marijuana) is on this list. Simple possession of 20 grams or less of marijuana (cannabis) (first offense) brings with it a possible penalty of 60 days of incarceration and/or up to a \$500 fine; possession with intent to distribute marijuana exposes the offender to a maximum penalty of incarceration of up to 5 years and a fine of up to \$5,000.

National Hotline Numbers:

1-800-COCAINE 1-800-662-HELP 1-800-342-AIDS

Lee County Community Referrals:

Abuse and Neglect:

ACT Abuse Counseling and Treatment, Inc.	1-239-939-3112
Protective Investigation - Florida Department of Children and Families	1-239-332-2822
Rape Crisis and Dating Violence – ACT	1-239-939-3112
Fort Myers Police Department	1-239-321-7700
Lee County Sheriff’s Department	1-239-477-1000
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

Alcohol and Drug Abuse:

SalusCare	1-239-275-3222
Alcoholics Anonymous	1-239-275-5111
Narcotics Anonymous	1-866-389-1344

Counseling and Mental Health:

SalusCare	1-239-275-3808
Park Royal Behavioral Health Services	1-855-269-9821

Health and Referral Services:

Lee County Health Department / Public Health Unit	1-239-332-9501
Florida Department of Children and Families	1-239-936-5000
Children’s Medical Services (Special Needs)	1-239-433-6723
Lee Memorial Health Systems	1-239-332-1111
Neighborhood Health Clinic	1-239-261-6600

Self Help and Support Services:

Mental Health Association of Southwest Florida	1-239-261-5405
Domestic Violence Support Group - ACT	1-239-939-3112
United Way of Lee County	1-239-433-3900
Grief Counseling / Hope Hospice	1-855-454-3104

STUDENT SERVICES

Class Schedule: Lee Professional Institute, Inc., has open enrollment for its programs. Course and class schedules will be given to students upon registration.

Registration: Registration is held on a continuous basis. Students may register for the programs in person.

Academic Advisement: The Academic Advisor or Director will help students with their decision of academic advising.

Professional Advisement: The school administrator, Director, or Academic Advisor will be available for students should they need personal advisement.

Financial Advisement: The Business Office will inform students of all options regarding private funding or payment plans.

Job Placement Services: Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability but cannot guarantee employment. This service is provided free of charge.

Housing: The school does not provide any housing facilities for the students.

Student Records: The Registrar's office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term, and updates student records with name, address and approved grade changes. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon request from students. Lee professional Institute will maintain student records on a permanent basis.

This office also provides official certifications of student enrollment and academic status to other agencies, such as insurance companies and financial institutions. A hard copy of the Final Grades Report is provided at the students' request from the Registrar's Office. The Registrar's Office is also responsible for processing applications for diplomas and certificates. The school will retain student records in a fire-proof file cabinet, or a duplicate record shall be kept at a separate location and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

Learning Resources: Lee Professional Institute, Inc., has a Learning Resources Center where the students and faculty can go to do research, prepare for classes, or do homework. A copier is also provided. The Learning Resources Center has reference books, general books, magazines and other publications, journals, and periodicals related to their field of study. The center is open to students, faculty, and staff during school hours. Information will also be provided to students regarding public libraries near the school and online resources that provide research services free of charge.

STANDARDS OF CONDUCT

Students enrolling in Lee Professional Institute, Inc., assume an obligation to conduct themselves in a manner compatible with the school's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, Lee Professional Institute, Inc., retains the power to maintain order within the school and to exclude those who are disruptive of the educational process. Generally prohibited conduct for which a student is subject to discipline is defined as follows:

- Physical or sexual assault of any person on Lee Professional Institute, Inc., grounds, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any student, faculty member, or employee.
- Substantial damage to Lee Professional Institute, Inc., owned or leased property, or to property of a student, employee, faculty member or visitor occurring on Lee Professional Institute, Inc., owned or leased property; or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of Lee Professional Institute, Inc., facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing ("hazing" is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Lee Professional Institute, Inc.).
- Any Violation of Florida Statute § 553.865 "Safety in Private Spaces Act:"As provided by Section 553.865, F.S., willfully entering a restroom or changing facility that is in use on the premises of the institution, and refusing to depart when asked to do so by any school administrative personnel, faculty member, security personnel, or law enforcement, except when entering for these purposes:
 1. To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, F.S., or a person with a disability as defined in s. 760.22, F.S., or a developmental disability as defined ins. 393.063, F.S.;
 2. For law enforcement or governmental regulatory purposes;
 3. For the purpose of rendering emergency medical assistance or to intervene in any other emergency where the health or safety of another person is at risk;
 4. For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or;
 5. If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Note: Administrative personnel, faculty members, security personnel, and law enforcement personnel have a right to file a complaint with the Attorney General of Florida alleging that LPI has failed to meet the minimum requirements set forth in §553.865.

Disciplinary procedures for violations of the LPI Code of Conduct are detailed later in this document.

SANCTIONS

One or more of the following sanctions for prohibited conduct may be imposed by the Director depending upon the gravity of the offense:

1. **Admonition.** An oral statement to a student that he/she is violating or has violated institution rules.
2. **Warning Notice.** A written notice that continuation or repetition of wrongful conduct within the period of time stated in the warning may be conducive to a more severe disciplinary action.
3. **Reprimand.** A written censure for the violation of the conduct standards as specified and placed in the student's record, including the possibility of more severe disciplinary sanctions should another violation occur within a stated period of time.
4. **Disciplinary probation.** Exclusion from participation in privileged or extracurricular activities, as set forth in the notice of probation for a period of time not exceeding two academic terms.
5. **Restitution.** Reimbursement for damage to or misappropriation of property.
6. **Suspension.** Exclusion from classes and other privileges or activities, or from Lee Professional Institute, Inc., as set forth in the notice of suspension, for a definite period of time. Upon the student's request, any student so suspended shall be entitled to preliminary review within 24 hours before the Director or designee. If the student is unavailable, such review may be postponed by the Director until he/she is able to attend, or for other good reason. Any student so suspended who thereafter enters upon those areas of the grounds denied him/her by the terms of the suspension, other than with the permission of, or at the request of, Lee Professional Institute officials for purposes of a hearing, is subject to further discipline and prosecution thereafter by civil authorities. A student so suspended must be given the following warnings by the suspending official:

"You are hereby temporarily suspended and barred from (location—grounds or portion thereof or specified activities). You may not enter (area) without the permission of or upon the request of Lee Professional Institute, Inc. officials or of an authorized hearing body for purposes of a hearing. You are entitled to a review within 24 hours (or later for good cause) before the Director or his/her designee to determine whether this suspension is with good cause and may continue pending a hearing. It is your responsibility to request such review."
7. **Expulsion.** Termination of student status for any indefinite period. The condition of readmission, if any, shall be stated in the order of expulsion.

SCHOOL RULES AND REGULATIONS

General Dismissal: A student may be dismissed at the discretion of the Director for insufficient progress, non-payment of costs, or failure to comply with the school's rules and regulations.

Attendance Policy: Students are expected to attend scheduled class meetings and to arrive on time. If you know ahead of time that you will be missing a class, let your instructor know. It is the responsibility of the student to make up work missed.

Make-up Work: Students who have been absent from class for any reason or tardy are required to make up time missed from classes. Students must speak with the Instructor to find out how they can make up the missed class.

Tardiness: A student arriving after attendance has been taken is considered late. The instructor will advise the student how he/she could make-up for the missed time.

Leave of Absence (LOA): Lee Professional Institute, Inc., requires students to provide a written, signed, and dated Leave of Absence (LOA) request in order to take one. However, if unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student's request for a LOA and document its decision in the student's file. The school will collect the written request within 30 days.

A student may be granted a Leave of Absence (LOA) up to 30 days in any 12-month period. The number of days in a LOA commences the day after the last day of attendance of the student. The "12-month period" begins on the first day of the student's initial LOA. Upon the student's return from the LOA, the student will be permitted to complete the coursework that he/she began prior to the LOA without any penalties. A student may take a subsequent LOA if it does not exceed 30 days, and the institution determines that this second LOA is necessary due to unforeseen circumstances.

Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993. If a student does not resume attendance at the institution on or before the end of a LOA, the student will be treated as a withdrawal.

Uniform Policy and Dress Code: Lee Professional Institute requires students to wear the school's uniform at ALL times while they are inside the school premises. Students will NOT be allowed in the classrooms without their uniform under any circumstances. If the student is doing make-up work on any day, the student must wear the uniform. Students will NOT be allowed to make-up tests or classes if they are not wearing the school uniform. NO EXCEPTIONS.

STUDENT RIGHTS AND RESPONSIBILITIES

Lee Professional Institute, Inc., seeks to maintain an environment where students have the following rights:

Expression: Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.

Association: Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.

Freedom from Discrimination: Students can expect to participate fully in the Lee Professional Institute, Inc., community without discrimination, as defined by federal and state law.

Safe Environment: Students can function in their daily activities without unreasonable concerns for personal safety.

Discipline: Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges.

Privacy: Students are free of unreasonable intrusions into personal records and/or matters relevant to identity and well-being.

Grievance Process: Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to Lee Professional Institute, Inc.

Education: Students have access to excellent faculty, academic technology, classrooms, library, presentations and other resources necessary for the learning process.

Personal Growth: Students study in a setting that fosters personal growth.

Prompt Responses from Administration: Students have the right to expect prompt and courteous responses from Lee Professional Institute, Inc., academic and administrative departments.

Academic and Administrative Policies: Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

STUDENT GRIEVANCE/ COMPLAINT PROCEDURES POLICY

A student, staff, or faculty member with a grievance should discuss the grievance with the person with whom the grievance occurs. If that doesn't satisfy the parties, an appointment may be made with the School Director, if the issue remains unsolved then, a complaint must be submitted in writing to the Board of Directors and If this still doesn't satisfy the parties involved, the next step would be to notify the following departments:

Any grievance must be initiated, in writing, within thirty (30) days after the triggering event or incident precipitating the grievance. All grievances will be addressed within ten (10) business days of submission.

In the event that a student has exercised the channels available within the institution to resolve a problem and the problem has not been resolved, the student has the right to take the following steps:

Write or call to:

Commission for Independent Education
Department of Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
Telephone: 1-(850) 245-3200
Toll-Free Number: 1-(888)-224-6684
Website: www.fldoe.org

and/or

Commission of the Council on
Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 1-(770) 396-3898
Toll-Free Number: 1-(800) 917-2081
Website: www.council.org

Format of the letter: describe the nature of the problem, provide the dates when the problem occurred, mention the name(s) of the person(s) involved in the problem, present documents and evidence demonstrating that the institution's complaint procedure was followed prior to contacting CIE. All complaints must be signed.

FINANCIAL INFORMATION

Lee Professional Institute, Inc. is accredited by the nationally recognized Council on Occupational Education and approved by the United States Department of Education to offer Title IV funding to those who qualify.

All students must apply for admission and be accepted prior to applying for Federal Financial Assistance. The students must maintain a satisfactory academic progress to continue to receive these funds. Financial Aid is based and awarded upon financial need, if the student qualifies. Please contact the financial aid office to obtain forms required to apply.

Discrimination is prohibited at Lee Professional Institute. No prospective student shall be excluded from participating in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance based on age, race, sexual preference, gender, color, creed, religion, veteran status or ethnic origin.

FEDERAL FINANCIAL AID PROGRAMS

Lee Professional Institute is approved to participate in the following Title IV programs:

Federal Pell Grant: This is a grant awarded to assist undergraduates with their education expenses. This award does not have to be repaid by the recipient.

Federal Direct Loan (Subsidized): This is a low interest variable rate loan for independent and dependent students attending school at least half time. This loan must be paid back. Interest is non-bearing while students are attending school and during their grace period.

Federal Direct Loan (Unsubsidized): This is a low interest variable rate loan for an independent student attending school at least half time. This loan must be paid back. Interest will accrue on this loan and can be capitalized or paid quarterly while the student is in school.

Federal Direct Loan (PLUS): This is a low interest variable rate loan for parents who want to borrow to help pay for their child's education. This loan is available only to parents with good credit histories. This loan must be paid back.

CANCELLATION AND REFUND POLICY

Any student shall be dropped from the program if he/she does not attend classes in a period of fifteen (15) calendar days without authorization from School (Leave of Absence, LOA).

A student can be dismissed for insufficient progress, failure to pay school fees on time, or failure to comply with the rules and regulations of the school. This decision is at the discretion of the School Governing Board. The last date of attendance by the student will be considered the termination date for all refund purposes.

The refunds will be made according to following guidelines:

1. Refunds, when due, must be made without requiring a request from the student, shall be made within 30 days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or from the date the institution terminates the student or determines withdrawal by the student.
2. If the program is cancelled by the Institution and fees are collected in advance of the start date of a program, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.
3. If the tuition and fee are collected in advance of the start classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds shall be made within 30 days of the class start date.
4. Refunds for Withdrawal after class commences will be calculated according to the Standard Institutional Refund Policy.

STANDARD INSTITUTIONAL REFUND POLICY

Should student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made by the student in person, by electronic mail, or by certified mail. The institution can also terminate the student if he/she does not comply with the school rules/regulations.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business day after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all the monies paid; with the exception of the registration fee (not to exceed \$100.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will be result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination date: when calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of Cancellation Notice from the student.
8. Cancellation of classes or programs by the institution before or after attendance has begun will result 100 percent refunds.

The school determines the withdrawal date within thirty (30) days of the student's last day of attendance. For students that do not return from a leave of absence (LOA), refunds will be made within thirty (30) days from the date the school determines that the student did not return from this LOA.

RETURN OF TITLE IV FUNDS

The calculation of the amount of Title IV aid that was earned is based on a payment period basis. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds. The institution will determine the total amount of Title IV aid disbursed or that could have been disbursed.

STUDENT WITHDRAWAL AFTER COMPLETING 60% OF THE PAYMENT PERIOD

When a student withdraws after having been in attendance for over 60% of the payment period, then she/he is treated under the Federal Financial Aid Regulations as having earned all of the Federal Financial Aid awarded for that payment period. If the student withdraws before completing 60% of attendance for the payment period, then the institution will make a prorated calculation to determine the percentage of title IV aid earned by the student. This calculation might result in student owing money to the institution. The Institution will provide the student with a copy of all documentation related to the calculation.

STUDENT FAILURE TO RETURN FROM AN APPROVED LEAVE OF ABSENCE

Student aid recipients who fail to return from an approved leave of absence (LOA) will be withdrawn and the withdrawal date will be the last day of attendance prior to the start of the LOA. Any returns due to Title IV programs will be made within forty-five (45) days from the date of the determination that the student had withdrawn.

Please note that return of title IV funds policy differs from the institution's refund policy.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from the Lee Professional Institute must provide the Office of the Registrar with notification of their intent to withdraw. Initial notification can be made in person, in writing, by fax, or by telephone. This notification will be recorded and used for notification purposes for the Federal Government. Repayment of any federal funds will be based on the date of notification.

Students must also follow the required process as set forth by Lee Professional Institute for withdrawing from courses. This process often requires that a signature from a dean or the dean's representative. A Withdrawal form must be submitted to the Office of the Registrar for final processing and review.

In addition to the completion of the Withdrawal form, students will be asked to complete a Withdrawal Checklist. The Withdrawal Checklist provides students with a series of offices that need to be notified concerning their withdrawal.

ADMINISTRATIVE STAFF

Department	Staff Member	E-Mail Address
School Director	Alicia Diego	diego@leeprainstitute.edu
Director of Education	Reinaldo Tuduri	tuduri@leeprainstitute.edu
Financial Aid Officer	Yusimi Sousa	sousa@leeprainstitute.edu
Director of Compliance and Student Services	Janely Perez	perez@leeprainstitute.edu
Academic Records and Media Services	Esther Cruz	cruz@leeprainstitute.edu
Placement Coordinator	Izabella Boudet	boudet@leeprainstitute.edu
Admission Representative	Jessica De Armas	dearmas@leeprainstitute.edu

FACULTY

(Amendments on Faculty and Staff will be added as an Addendum to the school catalog as hired).

- Reinaldo Tuduri, LMT, License # MA 37199- Educational Director and Instructor of the Massage Therapy Program
Licensed Massage Therapist in the State of Florida-Diploma/The Praxis Institute, Miami, Florida
Master's Degree in Sports Psychology/Manuel Fajardo University, La Habana, Cuba
Bachelor's Degree in physical education/Manuel Fajardo University, La Habana, Cuba
- Frank I. Aguero, LMT, License # MA 74452 - Instructor of the Massage Therapy program
Licensed in the State of Florida- Diploma/Lee Professional Institute, Fort Myers, Florida.
Bachelor's Degree in Physical Education, Camaguey, Cuba
- Maria Regalado, License # FS 913074 – Instructor of the Skin Care Specialist program
Licensed in the State of Florida- Diploma/Margate School of Beauty, Margate, Florida
LMT, License # MA 103955
Licensed in the State of Florida- Diploma/Lee Professional Institute, Fort Myers, Florida.
Bachelor's Degree in Defectology, La Habana, Cuba

MESSAGE THERAPY PROGRAM

ADMISSION PROCEDURES

To be admitted to Lee Professional Institute, Inc., a prospective student must receive a complete orientation of the school's requirements, a School Catalog by the admissions advisor, and complete an Enrollment Agreement form for admission. The admissions advisor or a staff member will tour the student around our facility, and the student may attend a class for the day if he/she desires.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the School Director. The copies of the required documents for admission to establish eligibility and acceptance will remain as school property. The school registration fee is \$100.00 (non-refundable).

ADMISSION REQUIREMENTS

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age is required.
2. Students must have a High School Diploma, hold a General Education Equivalent Development (GED) certificate, or provide other acceptable documentation of an approved post-secondary institution.
3. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
4. Student catalog will be available to all students one week prior to enrollment or at time of collection of tuition.
5. All accepted students must complete and sign an Enrollment Agreement Form.
6. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Lee Professional Institute will keep records of prospective students denied admission for at least one year.

GENERAL INFORMATION

PROGRAM OBJECTIVE

To prepare students for employment as licensed Massage Therapists by developing the skills necessary to meet the needs of the healthcare community. In this program students will learn Introduction to Massage, History of Massage, Ethics, Anatomy and Physiology, Hydrotherapy, Pathology including Medical Errors, HIV/AIDS, Florida Law and Ethics, Allied Modalities, Basic Massage Theory and Practice and Business Operations. Upon successful completion of the program and meeting all the course requirements, students will be issued a diploma and will be prepared to take a Florida Board of Massage Therapy approved exam and apply for licensure to the Florida Department of Health to become Licensed Massage Therapists.

PRE-REQUISITES

Students must be at least 18 years of age, have an earned High School Diploma, GED or provide other acceptable documentation of an approved post-secondary institution.

PROGRAM DESCRIPTION

This program has 600 hours of theory, practice, and clinical practicum. It includes theory, practice, demonstration, clinical practicum, legal aspects of massage therapy, allied modalities, anatomy & physiology, and medical errors.

SERVICES

All students are required to complete at least 90 services as part of their applied clinical practicum.

GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma:

- Complete the total number of hours required by the student's program.
- Pass all components (theory and practice) of the selected program with a minimum average of 70%.
- Meet all financial obligations incurred with the institution.

DIPLOMA, EXAM AND LICENSE

The student will complete the program in 30 weeks. Lee Professional Institute awards a Diploma to those students who have successfully met all graduation requirements.

For successful completers of the Massage Therapy program, an official transcript will also be provided so that they may take the MBLEx exam.

After successfully passing the state exam, the completer will then apply for licensing with the Florida Department of Health.

REGISTRATION AND TUITION

Tuition: \$ 10,100.00

Registration Fee: \$100.00 (Non-refundable and non-taxable)

Total Program Cost: \$ 10,200.00 (600 Clock-Hours)

All prices for the Massage Therapy program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office before starting the classes.

In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student payment schedule.

Note: The total cost of the Massage Therapy Program includes the following.

- Tuition
- Uniforms
- Supplies
- Transcript Fee
- State Exam Reviews
- Application to State Exam
- State Exam Fee (First Attempt)

DISCLOSURE

**STUDENTS CANNOT SERVE THE PUBLIC
UNTIL LICENSED BY
THE BOARD OF MASSAGE THERAPY.**

CURRICULUM AND COURSE DESCRIPTION

CLP101 - Bodywork assessment, theory and application/Clinical Practicum (183 hours)

In this part of the program the students will be practicing on each other and the public under the supervision of a professional instructor.

AAP101 – Anatomy, Physiology and Kinesiology (150 clock hours)

In this course the students will acquire an understanding of anatomy and physiology, the various body systems, and how this course applies to Massage Therapy.

PAT101 - Pathology (40 clock hours)

This course is designed for students to learn the mechanisms of injury to cells and tissues, as well as the body's means of responding to and repairing injury.

PRE101 - Professional Ethics (6 clock hours)

This course is designed for the students to understand the code of ethics and scope of practice, and how it applies to them in their work.

BUS101 - Business (15 clock hours)

This part of the course relates to the way in which the students should conduct the business of therapeutic massage, as well as the regulations and forms to comply.

MTH101 - Basic Massage Theory and History (100 clock hours)

In this course the students will learn the theories of basic massage strokes and techniques; the history of massage, and how it applies to them as Massage Therapists.

AMO101 - Allied Modalities (76 clock hours)

This course is designed to teach students the various types of massage or modalities, such as shiatsu, acupressure, reiki, reflexology, etc., and the different types of treatment depending on the client's needs.

TPH101 - Theory and Practice of Hydrotherapy (15 clock hours)

This course is designed to teach students the different uses of hydrotherapy, especially ice and heat, and the different types of treatments.

FLR101 - Florida Law & Rules (10 clock hours)

This course is designed for the students to understand Chapter 480 and Chapter 456 of the Florida Statutes, as well as Florida Administrative Code 64B7 and how it applies to them as Massage Therapists.

HAE101 - HIV/AIDS Education (3 clock hours)

This course is designed to cover the different methods of infection, precautions, sanitation, preventive measures, and different types of treatments of AIDS and HIV.

MER101 - Medical Errors (2 clock hours)

This course is designed for students to learn about medical errors and consequences, and how to minimize or eliminate them.

COURSE NUMBERING

Because Lee Professional Institute, Inc. is currently a clock-hour school, all courses will be considered as first level courses. The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100.

CODES	COURSE MODULES	CLOCK-HOURS
CLP101	Bodywork Assessment, Theory and Application/Clinical Practicum *183 Practical Hours*	183
AAP101	Anatomy, Physiology & Kinesiology <ul style="list-style-type: none"> • Cells & Tissues, Integumentary System (C&T) ** 17.5 Theory Hours • Skeletal System (Skeletal S) ** 20 Theory Hours • Muscular System & Kinesiology (Muscular S) (Kinesiology)** 30 Theory Hours • Nervous & Endocrine Systems (Nervous S) (Endocrine S) ** 25 Theory Hours • Circulatory, Urinary & Reproduction Systems (Circulatory S) (Lymphatic S) (Urinary S) (Reproductive S) ** 20 Theory Hours • Respiratory & Digestive Systems (Respiratory) (Digestive S) ** 10 Theory Hours 122.5 Theory Hours and 27.5 Practice Hours	150
PAT101	Pathology <ul style="list-style-type: none"> • General Pathology Applications & Pharmacology (General Pathology) (Pharmacology)** 22.5 Theory Hours and 17.5 Practice Hours 	40
PRE101	Professional Ethics (Ethics)** 5 Theory Hours and 1 Practice Hour	6
BUS101	Business (Business)** 12.5 Theory Hours and 2.5 Practice Hours	15
MTH101	Basic Massage Theory and History <ul style="list-style-type: none"> • Therapeutic Massage & Hygiene (MTP)** <ul style="list-style-type: none"> ➤ 2 Theory Hours in HIV/AIDS Education Classes ➤ 3 Theory Hours in Medical Errors Classes ➤ 47.5 Theory Hours in Massage Therapy Classes 52.5 Theory Hours and 47.5 Practice Hours	100
AMO101	Allied Modalities <ul style="list-style-type: none"> • Asian Energy Bodywork – Shiatsu (AM1) ** • Asian Energy Bodywork – Ayurveda (AM2) ** 60 Theory Hours and 16 Practice Hours	76
TPH101	Theory and practice of hydrotherapy (THP)** 12.5 Theory Hours and 2.5 Practice Hours	15
FLR101	Florida Laws and Rules (Florida Law & Rules) ** 7.5 Theory Hours and 2.5 Practice Hours	10
HAE101	HIV/AIDS Education (HIV)** 3 Theory Hours	3
MER101	Medical Errors (Medical Errors) ** 2 Theory Hours	2
Total: Theory 300 / Practical Hours 300		Total 600

* These hours are reflected in the Practice Syllabus as "Full Body".

** The acronyms within the parenthesis reflect the exact way the class subtitles look in the "Abrev" Column in the Theory Syllabus and in the Daily Attendance "Theory" column.

LEE PROFESSIONAL INSTITUTE

Massage Therapy Program Course Offerings & Cross-References Course Modules

COURSE OFFERINGS AND CROSS-REFERENCES

Lee Professional Institute, Inc. course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

PREFIX	PREFIX TITLE
AAP101	Anatomy, Physiology and Kinesiology
AMO101	Allied Modalities
BUS101	Business
CLP101	Bodywork Assessment, Theory and Application/Clinical Practicum
FLR101	Florida Laws and Rules
HAE101	HIV/AIDS Education
MER101	Medical Errors
MTH101	Basic Massage Theory and History
PAT101	Pathology
PRE101	Professional Ethics
TPH101	Theory and Practice of Hydrotherapy

COURSE MODULES

The Massage Therapy program classes are divided in 16 sections or modules, which are taught as a continuous teaching cycle.

COURSE MODULES	
1.	Therapeutic Massage and Hygiene
2.	Hydrotherapy
3.	Asian Energy Bodywork, Shiatsu
4.	Asian Energy Bodywork, Ayurveda
5.	Cells and Tissues, Integumentary System
6.	Skeletal System
7.	Muscular System and Kinesiology
8.	Nervous and Endocrine Systems
9.	Circulatory, Urinary and Reproductive Systems
10.	Respiratory and Digestive Systems
11.	General Pathology Applications and Pharmacology
12.	Business
13.	Florida Laws & Rules
14.	Professional Ethics
15.	HIV
16.	Medical Errors

A student may enter the Massage Therapy Program at the beginning of **ANY** of the 16 class modules until the completion of the entire teaching cycle.

SKIN CARE SPECIALIST PROGRAM

ADMISSION PROCEDURES

To be admitted to Lee Professional Institute, Inc., a prospective student must receive a complete orientation of the school's requirements, a School Catalog by the admissions advisor, and complete an Enrollment Agreement form for admission. The admissions advisor or a staff member will tour the student around our facility, and the student may attend a class for the day if he/she desires.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the School Director. The copies of the required documents for admission to establish eligibility and acceptance will remain as school property. The school registration fee is \$100.00 (non-refundable).

ADMISSION REQUIREMENTS

- Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age is required.
- Students must have a High School Diploma, hold a General Education Equivalent Development (GED) certificate, or provide other acceptable documentation of an approved post-secondary institution.
- All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
- Student catalog will be available to all students one week prior to enrollment or at time of collection of tuition.
- All accepted students must complete and sign an Enrollment Agreement Form.
- Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Lee Professional Institute will keep records of prospective students denied admission for at least one year.

GENERAL INFORMATION

PROGRAM OBJECTIVE

To prepare students for employment as licensed Skin Care Specialists by developing the skills necessary to meet the needs of the healthcare community. In this program, students will learn Professional Ethics, Florida Laws and Rules, Skin Theory, Diseases and Disorders of the Skin, Sanitation and Infection Control, Initial 4-Hour HIV/AIDS Course, Chemistry and Chemical Safety, Facial Techniques and Contraindications, Hair Removal Techniques, Makeup Essentials, and Business Skills. Upon successful completion of the program approved by the Board of Cosmetology and meeting all course requirements, students will be issued a diploma and will be prepared to apply for licensure to the Florida Department of Business and Professional Regulation (DBPR) to become Licensed Facial Specialists.

PRE-REQUISITES

Students must be at least 18 years of age, have an earned High School Diploma, GED or provide other acceptable documentation of an approved post-secondary institution.

PROGRAM DESCRIPTION

This program has 260 hours of theory, practice, demonstration, and services. It includes instruction in Professional Ethics, Florida Laws and Rules, Skin Theory, Diseases and Disorders of the Skin, Sanitation and Infection Control, Initial 4-Hour HIV/AIDS Course, Chemistry and Chemical Safety, Facial Techniques and Contraindications, Hair Removal Techniques, Makeup Essentials, and Business Skills.

The students will learn to perform services involving client facials, client consultations/skin analysis, cleansing, toning, exfoliations (manual, mechanical, or chemical), manipulations, and packs, masks, extractions, makeup application for daytime and nighttime looks, hair removal (tweezing, waxing, threading and sugaring), artificial lash application, brow tinting, and/or other treatments as needed.

SERVICES

All students are required to complete at least 60 services as part of their applied clinical practicum.

GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma:

- Complete the total number of hours required by the student's program.
- Pass all components (theory and practice) of the selected program with a minimum average of 70%.
- Meet all financial obligations incurred with the institution.

DIPLOMA, EXAM AND LICENSE

The student will complete the program in 13 weeks. Lee Professional Institute awards a Diploma to those students who have successfully met all graduation requirements.

For successful completers of the Skin Care Specialist program, an official transcript will also be provided so that they may apply for licensing to the Florida Department of Business and Professional Regulation (DBPR).

REGISTRATION AND TUITION

Tuition: \$ 3,400.00

Registration Fee: \$100.00 (Non-refundable and non-taxable)

Total Program Cost: \$ 3,500.00 (260 Clock-Hours)

All prices for the Skin Care Specialist program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office before starting the classes.

In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

Note: The total cost of the Skin Care Specialist Program includes the following.

- Tuition
- Uniforms
- Transcript Fee
- Assistance with the DBPR Application for Initial License

DISCLOSURE

**STUDENTS CANNOT SERVE THE PUBLIC
UNTIL LICENSED BY
THE FLORIDA DEPARTMENT OF BUSINESS
AND PROFESSIONAL REGULATION (DBPR).**

CURRICULUM AND COURSE DESCRIPTION

PRE102 - Professional Ethics (5 clock hours)

This course covers career opportunities and history of esthetics, life skills, professional image, and communicating for success.

FLR102 - Florida Laws and Rules (5 clock hours)

Required course by the state of Florida so that students will become familiar with the laws and rules governing their field of study as licensed professionals.

SKT102 - Skin Theory, Diseases and Disorders of the Skin (70 clock hours)

This course is designed to cover anatomy and physiology, physiology and histology of the skin, health and nutrition, disorders and diseases of the skin, and skin analysis.

SIC102 - Sanitation and Infection Control (15 clock hours)

This course covers the theories of sanitation and sterilization, the different methods used for each, and how to implement these procedures to meet safety and health requirements.

HAE102 - Initial 4-Hour HIV/AIDS Course (4 clock hours)

This course provides a comprehensive foundation of HIV/AIDS knowledge, including modes of transmission, infection control procedures, clinical management, prevention strategies, and relevant behavioral considerations, as well as sanitation practices, precautions, and safe workplace practices.

CCS102 - Chemistry and Chemical Safety (13 clock hours)

This course is designed to cover the basics of chemical structure, how to practice chemical safety, cosmetic regulations, types of ingredients in cosmetic chemistry, and product selection.

FTC102 - Facial Techniques and Contraindications (93 clock hours)

This course covers the treatment room, facial treatments, acne facials, manual extractions, men's skin care, benefits and contraindications of facial massage, facial devices and technology, basics of electricity and electrical equipment safety, set up, use, and maintenance of electrical devices, and advanced skin care topics and treatments for licensed, trained estheticians.

HRT102 - Hair Removal Techniques (17 clock hours)

This course centers on hair removal techniques, including tweezing, waxing, threading and sugaring. It covers the importance of hair removal, hair structure, hair growth cycle, causes of excessive hair growth, temporary versus permanent hair removal & reduction methods, when to use hard versus soft wax, client consultation for hair removal services, and items needed in a wax treatment room.

MUE102 - Makeup Essentials (28 clock hours)

This course is designed to cover infection control requirements for makeup services, makeup application for both daytime and nighttime looks, lash and brow tinting, eyelash application, individual lashes, and semi-permanent lashes.

BUS102 - Business Skills (10 clock hours)

This course covers the beauty business, what it's like on the job, career planning, and review of the state licensing process.

COURSE NUMBERING

Because Lee Professional Institute, Inc. is currently a clock-hour school, all courses will be considered as first level courses. The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100.

CODES	COURSE MODULES	CLOCK-HOURS
PRE102	Professional Ethics 5 Theory Hours	5
FLR102	Florida Laws and Rules 5 Theory Hours	5
SKT102	Skin Theory, Diseases and Disorders of the Skin <ul style="list-style-type: none"> • Anatomy and Physiology (17 Theory Hours) • Physiology and Histology of the Skin (10 Theory Hours) • Health and Nutrition (5 Theory Hours) • Disorders and Diseases of the Skin (15 Theory Hours) • Skin Analysis (23 Theory Hours) 70 Theory Hours	70
SIC102	Sanitation and Infection Control 15 Theory Hours	15
HAE102	Initial 4-Hour HIV/AIDS Course 4 Theory Hours	4
CCS102	Chemistry and Chemical Safety 13 Theory Hours	13
FTC102	Facial Techniques and Contraindications <ul style="list-style-type: none"> • The Treatment Room (2 Theory Hours and 1 Practice Hours) • Facial Treatments (21 Theory Hours and 13 Practice Hours)* • Perform Manual Extractions (6 Practice Hours) • Facial Massage (5 Theory Hours and 5 Practice Hours)* • Facial Devices and Technology (14 Theory Hours and 8 Practice Hours)* • Basics of Electricity and Electrical Safety (2 Theory Hours) • Set up, use, and maintenance of electrical devices (1 Practice Hour) • Advanced Topics and Treatments (8 Theory Hours and 7 Practice Hours)* 52 Theory Hours and 41 Practice Hours	93
HRT102	Hair Removal Techniques 7 Theory Hours and 10 Practice Hours	17
MUE102	Makeup Essentials <ul style="list-style-type: none"> • Makeup for Both Daytime and Nighttime Looks (4 Theory Hours and 10 Practice Hours) • Lash and Brow Tinting (2 Practice Hours) • Eyelash Application, Individual Lashes, and Semi-Permanent Lashes (12 Practice Hours) 4 Theory Hours and 24 Practice Hours	28
BUS102	Business Skills 7 Theory Hours and 3 Practice Hours	10
Total Clock Hours: Theory 182 / Practical 78		260

*These hours are conducted in the practice of facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature.

LEE PROFESSIONAL INSTITUTE

Skin Care Specialist Program Course Offerings & Cross-References Course Modules

COURSE OFFERINGS AND CROSS-REFERENCES

Lee Professional Institute, Inc. course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

PREFIX	PREFIX TITLE
BUS102	Business Skills
CCS102	Chemistry and Chemical Safety
FLR102	Florida Laws and Rules
FTC102	Facial Techniques and Contraindications
HAE102	Initial 4-Hour HIV/AIDS Course
HRT102	Hair Removal Techniques
MUE102	Makeup Essentials
PRE102	Professional Ethics
SIC102	Sanitation and Infection Control
SKT102	Skin Theory, Diseases and Disorders of the Skin

COURSE MODULES

The Skin Care Specialist program classes are divided in 10 sections or modules, which are taught as a continuous teaching cycle.

COURSE MODULES	
1.	Professional Ethics
2.	Florida Laws and Rules
3.	Skin Theory, Diseases and Disorders of the Skin
4.	Sanitation and Infection Control
5.	Initial 4-Hour HIV/AIDS Course
6.	Chemistry and Chemical Safety
7.	Facial Techniques and Contraindications
8.	Hair Removal Techniques
9.	Makeup Essentials
10.	Business Skills

A student may enroll in the Skin Care Specialist program up until **the first day of the first class module** in the syllabus.

ACADEMIC CALENDAR
EXHIBIT A

LEE PROFESSIONAL INSTITUTE
ACADEMIC CALENDAR
2026

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Holidays/ Celebrations	
01/01/26	New Year's Day Observance
01/19/26	Birthday of Martin Luther King, Jr.
02/16/26	Presidents' Day
05/25/26	Memorial Day
07/03/26	Independence Day Observance
09/07/26	Labor Day
09/17/26	Constitution Day Celebration
11/11/26	Veteran's Day
11/26/26-11/27/26	Thanksgiving
12/04/26	School Graduation Celebration
12/20/26-01/03/27	Christmas Break

- Massage Therapy Program*
- Start Dates (Continuous Basis)*
- Skin Care Specialist Program*
- Start Dates*
- Skin Care Specialist Program*
- End Dates*
- Massage Therapy Program Start &*
- Skin Care Specialist Program End Date*
- Holidays / School Closed*
- School Celebrations*

Lee Professional Institute has open enrollment for its programs.

